

# DPW Key Policy

## *References*

AR 190-51, Appendix D  
USARAK Reg 190-1, Appendix C

## *Initial Issue*

1. Keys will be signed for by the Building Manager from the DPW Real Property Office.
  - a. The Building Manager must be on the orders.
  - b. Five keys in total will be issued for every lock.
2. If Real Property is transferred through means other than the DPW Real Property Office, the customer assumes all financial liability for missing keys and locks.

## *After Initial Issue*

1. Method of request. A trained R&U representative will submit a service order thru DPW Customer Service (396-0321 or bldg 3-1634).
2. Method of receipt. The building Key Control Custodian with valid Key Control Custodian Orders and DOD ID will pick up the keys from the Locksmith Shop (bldg 3-1634) or sign for the keys at the time of the core install. Keys will not be issued to anyone other than the Key Control Custodian or the Commander.

## *Specific Request and Required Information*

- Replacement of a broken key. The broken key must be submitted when the new key is picked up. DPW is only responsible for **normal wear** of locks/knobs and doors!
- Lost key. The lock must be re-cored. A statement of charges documenting the financial liability must be submitted. The loss of key control is the Unit's responsibility; 5 keys per lock is SOP. If a lock/knob functions properly but key control has been lost, the Unit is ultimately responsible for the cost of repairs/re-keying
- Stolen key. The lock must be re-cored. A statement of charges documenting the financial liability must be submitted.
- Total lock replacement. A statement of charges documenting the financial liability must be submitted.

## *Charges*

- Replacement of a broken key. No charge to customer. DPW is only responsible for **normal wear** of locks/knobs and doors!
- Lost key. The customer will be charged for each re-core and five keys; payment required prior to work execution. The loss of key control is the Unit's responsibility; 5 keys per lock is SOP. If a lock/knob functions properly but key control has been lost, the Unit is ultimately responsible for the cost of repairs/re-keying
- Stolen key. The customer will be charged for each re-core and five keys; payment required prior to work execution.

- Total lock replacement. The cost varies dependent on lock specifications. The customer is required to pay for labor and materials; payment required prior to work execution.

***Mechanic and Telephone Room Keys (X-23 and X-24)***

1. DPW maintenance personnel, project managers, and inspectors may sign for a X-23 or X-24 key.
2. Only DOIM personnel listed on a DA FORM 1687, signed by the Director of DOIM, may sign for a X-23 or X-24 key.
3. Only Air Traffic Control Navigational Aides maintenance personnel listed on a DA FORM 1687, signed by the airfield manager, may sign for a X-23 or X-24 key.
4. Specifically, the X-23 and X-24 keys are not intended to be distributed to anyone outside of the maintenance realm. Requests to obtain a X-23 or X-24 may be made by activity directors to the Chief, Operations and Maintenance Division, DPW.